



## SPECIAL EVENT - PUBLIC PROPERTY USER APPLICATION & AGREEMENT

### DIRECTIONS

#### Step One:

- If this request involves closing a street  
Contact Lafayette Police - Traffic Division / 765-807-1293
- If this request involves renting the Big Four Depot - Community Room  
Contact Lafayette Parks Department for availability / 765-807-1500

#### Step Two:

- Complete and submit this application to Lafayette Engineering Department  
City Hall, 2<sup>nd</sup> floor, 20 N 6<sup>th</sup> Street, Lafayette, IN / 765-807-1050



Do not use for  
contractor  
vehicle permit

### User Information

Date of Function: February 17 Time: From: 5:30 am/pm to: 8:30 am/pm  
Name: Emily Butler Organization: McAnister, Lafayette Parks & Rec.  
Street Address: 2351 N. 20<sup>th</sup> St.  
City: Lafayette State: IN Zip Code: 47904  
Contact person(s): Emily Butler Phone Number(s): (765) 807-1361  
Email: ebutler@lafayette.in.gov  
Event Description: Father/Daughter Dance  
Caterer: N/A Caterer's Phone Number: N/A

### This event will utilize the following venues (check all that apply):

- ☐ Big 4 Depot - Community Room ☐ Riehle Plaza ☐ John T. Myers Bridge  
☐ City Right-of-way ☒ City Street ☐ Sidewalk ☐ Other \_\_\_\_\_

### This event will include the following elements (check all that apply):

Anticipated Attendance: 100

- ☐ Street/Sidewalk/Right-of-way restriction or closure ☒ Food or Beverages  
☐ Restroom Facilities (required for events 4+ hours) ☐ Tents/Canopies  
☐ Alcohol (security is required) ☐ Security (required when serving alcohol)

Not sure if you need an A&E Permit? Go to:

☐ Amusement & Entertainment Permit # \_\_\_\_\_ <http://www.in.gov/dhs/2795.htm>

☐ Stage ☐ Fireworks ☐ Outdoor cooker/grill ☐ Other \_\_\_\_\_

### Optional Equipment & Services:

☐ Traffic Control: barricades, **No Parking** signs, \$25

### Timetable (Minimum # of days. Advanced planning is encouraged; sequence remains the same)

	0	7 days	14 days	21 days		42 days	
	Pre-planning		Notices	Event Preparation			Event
Begin	1st week	2nd week	3rd week	4th week	5th week	6th week	
	First contact	Submit Application Pre-event Meeting	Contact Neighbors prior to Board of Works Hearing	Board of Works Public Hearing & Approval			Date of Event

### Application submittal checklist

- ☒ Application
- ☐ Pre-event meeting (if required)
- ☐ Good Neighbor letter to neighboring properties (send out prior to Board of Works hearing)
- ☒ Letter of request to Board of Works (omit if only using Big Four Depot community room)
- ☐ Receipt – payment made to City of Lafayette or Lafayette Parks Department
  - Damage Deposit: \$ \_\_\_\_\_ (required only when renting Depot)
  - Permit Fee: \$ waived (fee waived when renting Depot)
  - Rental Fee: \$ \_\_\_\_\_
  - Equipment & Services: \$ \_\_\_\_\_ (optional)
- ☒ Certificate of Insurance City Insurance on file
- ☐ Amusement & Entertainment Permit # \_\_\_\_\_  
Not sure if you need an A&E Permit? Want more information? Go to:  
<http://www.in.gov/dhs/2795.htm> and see definition of A&E Permit in **Rule and Regulations** instructions found at the same link as the **Special Event Application**
- ☐ Traffic Control / Public Safety / Emergency Plan
- ☒ User Agreement
- ☒ Board of Public Works and Safety meeting (if required)

## USER AGREEMENT:

INDEMNIFICATION AND RELEASE. In consideration of being permitted the use of the venue(s) indicated above on this document (the "Property"), which Property is owned by the City of Lafayette, User as indicated below, for User and User's legal representatives, successors, and assigns, hereby releases waives and discharges the City of Lafayette, its officers, departments and employees and of them (herein collectively, "City") from all liability to User and User's officers, members, legal representatives, successors, invitees and assigns (herein collectively "User") from any and all loss or damage, and any claim of damages resulting therefore, on account of injury to persons or property arising out of possession or use of the Property, whether caused by the negligence of City, or any of them, or otherwise, resulting during the time the User is entitled to occupy and use the Property. User shall exercise the privileges under this Agreement at User's own risk, and irrespective of any negligence of City, User shall indemnify and hold City harmless from any and all liability for all damages, costs, losses and expenses resulting from, arising out of, or in any way connected with User's use and possession of the Property, including attorney fees incurred by City in defending any action arising out of User's possession or use of the Property, whether caused by negligence of the City, or any of them, or otherwise. City shall not be liable to User for any reason whatever User's occupation or use of the Property shall be hindered or disturbed. User agrees that User has made inspection of the Property and is not relying upon any representations of City or any of them as to the condition of state of repair of the Property or to its suitability for any particular purpose. This release, waiver, and indemnification is intended to be as broad and inclusive as permitted by the laws of the State of Indiana, and if any portion thereof is held invalid, the balance shall, notwithstanding, continue in full legal force and effect.

I have read the above Indemnification and Release and the Policy and Rules governing the use of any public property, city street, sidewalk or public property within the city's right-of-way, the James F. Riehle Plaza, Big Four Community Room, and John T. Myers Main Street Pedestrian Bridge. I agree on my own behalf, and on behalf of the group or organization I am authorized to represent, to such Indemnification and Release and to follow such Rules and Regulations which are incorporated and made a part of this user agreement.

"Lafayette Board of Works"

By: \_\_\_\_\_

"User"

By: Emily Butler  
Signature

Printed: Emily Butler

Date: 1/17/18

To whom it may concern:

Lafayette Parks and Recreation and McAllister Recreation Center are excited to host the Inaugural Father Daughter Dance on Saturday, February 17 from 6:00 p.m. to 8:00 p.m. This event is geared towards young girls, between the ages of 3 to 14 years old, and their fathers, guardians, or male role model to provide a magical night they won't forget.

One of the experiences we would like to provide is a "Carriage Ride" around the McAllister block. This ride would start at the front entrance of McAllister on 20<sup>th</sup> street, turn left on Albany street, left on 22<sup>nd</sup> street, left on Roosevelt, then one last left onto 20<sup>th</sup> street again and stop at the entrance of the building again. I have attached a map with an outline of the route around McAllister. We would not block off any streets or access to houses on these streets. We feel these streets are large enough to share with local traffic.

With your approval we feel this would be a unique opportunity to provide for these girls and their fathers/guardians on a special night. Please let us know if you have any questions.



